



**DEPARTMENT OF THE AIR FORCE**  
**AIR UNIVERSITY (AETC)**

1 January 2011

**MEMORANDUM FOR CCAF/DEAL**

100 South Turner Blvd  
Maxwell-Gunter AFB AL 36114-3011

**FROM: UNIT**

Street Address

Base/City, State Zip

**SUBJECT: CCAF Professional Manager Certification Nomination**

1. I support and recommend MSgt XXX XXXXXXXX (Last 4 of SSAN) for award of the CCAF Professional Manager Certification.
2. MSgt XXXXXXXX is a member in good standing and has demonstrated sound leadership and management in the performance of his Air Force duties.
3. Please mail certificate(s) and supporting documents to:

UNIT

Street Address

Base/City, State Zip

Please address any questions to the nominee's supervisor (SMSgt XXX) at DSN 111-1111 or [xxxx@us.af.mil](mailto:xxxx@us.af.mil).

**COMMANDER SIGNATURE BLOCK**

**Attachments:**

1. XXXXX University Transcript
2. XXXXX University Transcript